



State of Washington  
DEPARTMENT OF GENERAL ADMINISTRATION

Office of State Procurement

Rm. 201 General Administration Building, P.O. Box 41017 • Olympia, Washington 98504-1017 • (360) 902-7400

<http://www.ga.wa.gov>

IFB 13503 Amendment Number One

IFB/RFQ Reference #: 13503

Travel, Discount Airfares for use by State Agencies, Washington State

Title: Purchasing Cooperative Members and Higher Education

Amendment number: One

Date issued: January 14, 2004

This IFB is amended as follows:

Purpose: Addressed questions raised by perspective bidders

Amendment must be submitted with bid 13503. All other Terms, Conditions, and Specifications remain unchanged.

Attachments: See Attachment A-One Page

Previously scheduled opening date and time

New opening date and time

January 27, 2004

Date & Time  
Unchanged

Charles D. Van Hall [cvanhall@ga.wa.gov](mailto:cvanhall@ga.wa.gov)  
State Procurement Officer

Date signed

Bidder to complete the following:

Company:

Authorized Representative:

Federal ID #:

Address:

Phone/Fax:

Email:

Signature

Date



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**Amendment Number One  
Attachment A**

**Travel, Discount Airfares for use by State Agencies,  
Washington State Purchasing Cooperative Members and Higher Education**

**Reference: IFB 13503**

**Questions from Vendors:**

1. In the pricing spreadsheet under # of flights, do they want the number of flights offered each day or each week (Monday-Friday)? And do we total up the number of flights in each direction?

Reply: Yes the number of flights each week (M-F) and total up the number of flights in each direction. i.e. 1 round trip would be 2 flights.

2. For the average elapsed time, are we to calculate using all our flights or just the shortest one in each direction? Also, should the average elapsed time include ground time or just time in the air?

Reply: To get to the AET, you are to average all the flights that show up on your price sheet.

AET is from gate push off to gate arrival. Show your AET on the price sheet in hours and minutes as follows X hr X mn.

**3.3.2 Revise paragraph entitled RESPONSIBILITIES OF STATE AGENCIES:**

**C. Method of Payment:**

Payment for purchases under this contract made only through the state credit/charge card program, currently JP Morgan Chase-Visa. Some purchases will be made by the traveler's employer directly to the airline using a JP Morgan Chase CTA-Corporate Travel Account a.k.a. "ghost account". When a booking is made using a CTA there is no "plastic" VISA card involved in the transaction. Therefore, the traveler will not have a plastic credit card with the account number that made the booking when that traveler arrives at the airport. This must be acceptable to the airline bidding.

**Price Sheet:** At a minimum under International Flights bid Seattle, WA and Portland, OR with fares to those International cities listed.

**On Line Booking:** The state now has an online booking resource. Go to [www.wabookonline.com](http://www.wabookonline.com) all bidders must permit booking through this resource.



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**INVITATION FOR BID (IFB) or REQUEST FOR PROPOSAL (RFP)**

<b>IFB Reference Number</b>	<b>13503</b>
<b>Title</b>	<b><u>Travel, Discount Airfares for use by State</u></b>
<b>Amendment Number</b>	<b><u>Two</u></b>
<b>Date Issued</b>	<b><u>January 27, 2004</u></b>
<b>Time Issued</b>	<b><u>11:00 AM</u></b>

**This IFB is amended as follows :**

<b>Purpose</b>	<b>Reschedule Bid Opening Schedule</b>
<b>Attachments</b>	<b><u>NONE AT THIS TIME</u></b>

*Previously Scheduled Date and Time*

**January 27, 2004  
2:00 PM**

*New Date & Time*

**January 29, 2004  
2:00 PM**

***BIDS MUST BE RECEIVED & STAMPED ON OR BEFORE THE OPENING DATE & TIME AT THIS LOCATION:  
210 11<sup>TH</sup> AVE SW, RM. 201, GENERAL ADMINISTRATION BUILDING OLYMPIA WA 98504-1017***

Dale Colbert

State Procurement Officer

Acting on behalf of RFP Coordinator Charles D. Van Hall

Phone (360) 902-7430

Fax (360) 586-2426

E-mail [cvanhal@ga.wa.gov](mailto:cvanhal@ga.wa.gov)

Bidder's Company Name \_\_\_\_\_